

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
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STATE OF ARIZONA

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SCHOOL FINANCE MEMORANDUM 07-008

TO: School District Superintendents, Business Managers and SAIS Technology Coordinators

FROM: Philip Williams, Deputy Associate Superintendent, School Finance

DATE: August 30, 2006

SUBJECT: Reporting Students Sent to Private Schools

For districts sending students to a private school for reasons other than special education services the following procedures will apply.

1. Determine the School of Responsibility (SOR).

Students may be reported as attending a public school under the district of residence designated as responsible for the academic performance of those students. This school will be referred to as the School of Responsibility (SOR). This designation will have implications for Adequate Yearly Progress (AYP) measures and AZLEARNs. If you need further assistance on determining a School of Responsibility please contact Research and Evaluation at (602) 542-5151.

2. Create a private school calendar track.

Create an additional calendar track under the SOR to reflect the instructional schedule of the private school where the student will attend if it differs from any established calendar tracks for the SOR. If you need further assistance on setting up or assigning additional calendar tracks, please contact School Finance by using the Calendar Change Request Form at:

http://www.ade.az.gov/schoolfinance/SAISupport/PEA_LEACalendar/PEA_LEACalChgReqForm.doc.

3. Designate appropriate track assignment.

When submitting an enrollment transaction, assign the private school student membership to the corresponding private school calendar track.

For districts sending students to private schools or Head Starts for special education services, the procedures will remain to report the students as attending the private school or Head Start using SAIS Online or file uploads through the SDDI.

For any other issue related to the process of submitting student information to SAIS, please contact the System Training and Response Team at <http://www.ade.az.gov/schoolfinance/STaR>.